

EMPLOYEE STATUS CHANGE FORM

Kitsap County

EMPLOYEE INFORMATION

Employee Name: Saeed Saber Address Book #: 206867 Pos ID # N20
Job Title: Court Services Supervisor Department: Juvenile

EMPLOYMENT CHANGES

☐ Transfer To: Job Title: Department:
☐ Promotion To: Job Title: Department:
☐ Position Change To: Job Title: Department:

Effective Date of

Change: 11/26/2018

Supervisory?

Probation :

Current Grade/Step: Hrly Rate: New Grade/Step: Hrly Rate:


For department change, please provide leave balances below: Balances as of ____/____/____

Annual Leave Balance: Sick Leave Balance: Floating Holiday Balance:

OTHER CHANGES

Cost Center: ☐ Current: New:
Position ID: ☐ Current: New:
Hours/Week: ☐ Current: New:
Supervisor: ☐ Current: New:
Job Type: ☒ Current: Court Services Supervisor New: Programs Supervisor
FTE Change: ☐ Current: New:

APPROVALS

 11-21-18
Employing Official Signature Date Human Resources Signature Date

See Collective Bargaining Agreement/Personnel Manual for approval requirements

Budget approval required for FTE status changes

County Administrator/Commissioner Date Budget Approval Date

HUMAN RESOURCES USE ONLY

JDE Changes & Updates

Benefits Pd @ ____% CDL? ____
Bene Group ____ Supervisory? ____
Change to Enroll? ____ Annual Lv Plan ____
Union ____ Sick Lv Plan ____
W/C Code ____ Longevity Plan ____
L&I DBA's ____ Date Ent ____/____/____
Initials ____
Step Increases: ____ Years or ____ Hrs to Step ____
Or Employee is at Top Step

Other Updates

Retirement
Prior Plan ____
New Plan ____
DBAs from ____/____
To ____/____

Distribution

Timekeeper ____/____/____
Payroll ____/____/____
Spvr ____/____/____
Training ____/____/____
Initials ____

COPY

PS

SUPERIOR COURT OF KITSAP COUNTY
JUVENILE DEPARTMENT

NED DELMORE
DIRECTOR OF SERVICES

COURT COMMISSIONER
THURMAN W. LOWANS

Probation and Court Services
1338 SW Old Clifton Road
Port Orchard, WA 98366-9113
Phone: (360) 337-5401
Fax: (360) 337-5404

JUDGES:
M. KARLYNN HABERLY
JAY B. ROOF
ANNA M. LAURIE
LEILA MILLS
RUSSELL W. HARTMAN
THEODORE SPEARMAN
SALLY F. OLSEN
JEANETTE DALTON

Memorandum

To: Nancy Buonanno Grennan
County Administrator

From: Ned Delmore *ND*
Juvenile Court Administrator

Date: October 7, 2010

RE: Request for Out-Of-Class Pay

On September 27, 2010, Saeed Saber was promoted to Administrative Services Manager. At his request, he will resume his former position as Court Services Supervisor on October 11, 2010. We are requesting out-of-class pay for Mr. Saber for the 11-day period from September 27 through October 11 in the Administrative Services Manager position. PS

Thank you for your attention in this matter.

cc: Penny Starkey
Personnel

*affirmed
UPJ
10/7/10*

*Out-of class rate = X09/5
\$38.82/hr*

5230XB

10/8/10
P/R
Dept - Brandy
Out-of-Class file
Personnel file

SUPERIOR COURT OF KITSAP COUNTY
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JEANETTE DALTON

Memorandum

To: Nancy Buonanno Grennan
County Administrator

From: Ned Delmore 
Juvenile Court Administrator

Date: October 21, 2010

RE: Request for Out-Of-Class Pay

On September 27, 2010, Saeed Saber was promoted to Administrative Services Manager. On October 25, 2010, at his request, he resumed his former position as Court Services Supervisor.

Mr. Saber will continue to supervise the Administrative Services Unit, consisting of 6 staff, until a new Administrative Services Manager is hired. His duties will also include billing various State (JRA and AOC) grants, overseeing and authorizing accounts payable/receivable and assisting in rental contract negotiations with the AG's office, Juvenile Rehabilitation Administration and Kitsap Mental Health Service.

We are requesting 5% out-of-class pay for Mr. Saber for the duties outlined above to begin October 25, 2010 and to end on the date of hire of an Administrative Services Manager.

Thank you for your consideration in this matter.

cc: Penny Starkey
Personnel

SUPERIOR COURT OF KITSAP COUNTY
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JEANETTE DALTON

July 15, 2010

TO: All Staff

FROM: Ned Delmore
Patty Bronson

RE: Administrative Services Manager

Saeed Saber recently applied for the position of Administrative Services Manager and was the successful candidate of choice for the position. Saeed began employment with the Juvenile Department in July 1996 as a Court Services Officer in the Non-Offender Unit, working with truant, dependent and at-risk youth. In March 2000, he transferred to the Offender Unit, supervising probation youth in the Restorative Justice Program. During that time, he was also responsible for the development and implementation of Kitsap County Youth Court. In July 2002, Saeed was promoted to Non-Offender Unit Supervisor, where he has formed a cohesive unit of dedicated professionals serving the needs of children and families. He will begin his duties as Administrative Services Manager in September 2010. Please take time out of your schedules to congratulate him.



NOTICE OF HIRE FOR REGULAR, BUDGETED POSITION **COPY**

A completed and signed copy of this form must be on file with the Personnel Office prior to the processing of any new employee.

Employee Name SAEED S. SABER

Address Book # 206867

Department JUVENILE

Position Title ADMINISTRATIVE SERVICES MANAGER

Position ID 1105 Cost Center 9421

Supervisor's Name NED DELMORE

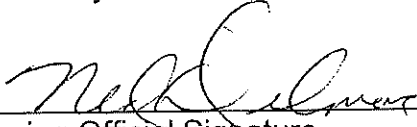
Number of Hours Worked Per Week 40

Probationary Period: ☐ 3 mos ☐ 6 mos ☐ 12 mos ☒ At will position

Length of Employment (complete for limited duration positions only) _____ (# of months)

Effective Date of Employment 09/21/2010 Is this a Supervisory Position? ☒ Yes ☐ No

Number of Applicants Interviewed _____ (Please return interview packet, reference information and results of any tests used in the selection process.)


Employing Official Signature

Date

9-20-10

Personnel Signature

Date

*County Administrator signature required if employee is brought in at Step 4 or above on the non-exempt payscale or Step 3 or above on the exempt payscale.

County Administrator

Date

PERSONNEL USE ONLY

Accruals: (____%)	JDE	Distribution
Annual Leave Plan ____: ____ hrs per month upon hire	Req. # ____ Address Bk ____ Benefits pd @ ____ % Bene Group ____ Union ____ W/C Code ____ L&I DBAs ____ CDL? ____ Supervisory? ____	Dept ____ Payroll ____ Kronos ____ EAppraisal ____ Spvr?(JDE) ____ Date ____ Initials ____
Sick Leave Plan ____: ____ hrs per month	Date entered ____ Initials ____	
Longevity Plan ____		
____ History Card Updated ____ Position ID Book Updated ____ Position ID Spreadsheet ____ Position ID JDE	Retirement: Prior Plan? ____ Current Plan ____ 90 Days ____/____/____ DBAs ____	Zenith New Group? Y N New Group # ____ ____ Update web
Change Reason: ____ New Hire / Rehire / Promotion / Transfer / Other ____		
Comments:		

SUPERIOR COURT OF KITSAP COUNTY
JUVENILE DEPARTMENT

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JEANETTE DALTON

September 7, 2010

Saeed Saber

 RCW 42.56.250(4)
GR 31.1(4)(5)

Dear Saeed,


We would like to make you a final job offer for the position of Administrative Services Manager. The starting salary will be \$36.25 per hour (X09, step 5). Your start date will be on or about September 27, 2010.  RCW 43.43.834(5)
GR 31.1(4)

The Juvenile Department Administrative Services Manager position has been designated as an At-Will position, pursuant to Kitsap County Personnel Manual, Appendix C, which is attached and incorporated by reference. Continued employment with the County is at the discretion of the Department Director. At-will employees may have their appointments revoked at any time with or without cause and without right to appeal.


Attached to this letter are Appendix C of the Kitsap County Personnel Manual and the evaluation elements for your position.

Congratulations on your new position!

Sincerely,


Ned Delmore
Director of Juvenile Services

☒ I accept the position with the conditions noted above.
☐ I decline the position.


Signature

9/10/10
Date

Cc: Personnel Department

AT-WILL EMPLOYEE

Definition

An employee whose continued employment with the County is at the discretion of the County Administrator, Elected Official, Board of County Commissioners, or a Department Director. At-will employees may have their appointments revoked at any time with or without cause and without right to appeal.

Application

At-will employment status, for employees within designated classifications, shall be effective upon the date that the Kitsap County Board of Commissioners approves and adopts the revised Personnel Manual. Provided, current employees serving in at-will classifications, who have not previously been designated as an at-will employee, shall maintain their current regular employee status and shall be covered by the Kitsap County Personnel Manual. Provided further that the regular employee status shall apply to the employee only during their continued employment within their current classification.

AT-WILL CLASSIFICATIONS BY OFFICES/DEPARTMENTS

COUNTY COMMISSIONERS

Classifications

Board of Commissioners

County Administrator
Assistant to Board of Commissioners and County Administrator
Administrative Assistant
Deputy Clerk of the Board
Office Assistant II
Office Assistant I
Community Resources Coordinator

Administrative Services

Director
Facilities Maintenance Manager
Information Services & Purchasing Manager
Risk Manager
Volunteer Services Coordinator
Budget Manager

APPENDIX C

Clerk	Classification Administrative Secretary Chief Deputy Clerk Courthouse Facilitator Judicial Services Supervisor I—Court Financial Services
Coroner	Classification Senior Deputy Coroner
District Court	Classification Director, District Court Services Administrator, Probation Services Legal Secretary II
Prosecutor	Classification Manager, Prosecutor's Administrative Services All Deputy Prosecutor Classifications
Sheriff	Classification Undersheriff Superintendent of Corrections Inspector Chief Civil Deputy Chief Criminal Deputy Administrative Secretary
Superior Court	Classification Director, Superior Court Administrative Services Director, Juvenile Services Assistant Director, Juvenile Services Juvenile Services Manager Court Services Manager - Juvenile Administrative Services Manager - Juvenile Court Reporter Law Clerk Administrative Services Supervisor Drug Court Coordinator
Treasurer	Classification Chief Deputy Treasurer Investment Officer

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NED DELMORE
DIRECTOR OF SERVICES

COURT COMMISSIONER
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JAY B. ROOF

ANNA M. LAURIE

LEILA MILLS

RUSSELL W. HARTMAN

THEODORE SPEARMAN

SALLY F. OLSEN

JEANETTE DALTON

Hand Delivered

December 16, 2009

Saeed Saber
Court Services Supervisor

Dear Saeed:

Kitsap County continues to face unparalleled fiscal challenges. Despite significant expenditure reductions in 2009, ongoing declines in revenues require us to make further cuts across the government. As a result of these financial challenges, the Juvenile Department must make further reductions in the 2010 budget year. Cooperation of the employees in this very difficult and challenging recession period has been appreciated.

This letter is to notify you that, as part of the 2010 budget reduction process, the scheduled hours of your Court Services Supervisor position will be decreased from full time (40 hours per week/80 hours per pay period) to part time (38.5 hours per week or 77 hours per pay period) (96.25%) effective January 1, 2010 through December 31, 2010. Under the Personnel Manual, the County reduces/eliminates positions by job classification. All full time positions in your classification will be reduced equally to 96.25% (.9625 FTE). During the 2011 budget process we will evaluate the need for continuation of this reduction beyond December 31, 2010.

The Board of County Commissioners has agreed to implement the reduction in the following manner.

HOURS OF WORK

The business hours of the Juvenile Department will continue to be 8:00 a.m. – 4:30 p.m., Monday through Friday. With supervisor approval and a signed flexible schedule agreement, you may be allowed to flex your hours, not to exceed 40 hours per week.

If you wish to use voluntary furlough or reduced hours beyond December 31, 2010 and beyond the reduction in this notice, please contact Nancy Wilson.

HOLIDAY PAY, LEAVE ACCRUALS, AND LONGEVITY BENEFITS

For the 2010 budget year, holidays will be credited at 8 hours per holiday. Sick leave and annual leave accruals will continue to be calculated at your own full time rate. Longevity will continue to be based on 2080 hours per year.

MEDICAL BENEFITS

For 2010 the Kitsap County contribution toward your medical insurance premiums will continue to be paid at the full-time employment level provided you have elected coverage. If you waived coverage during open enrollment, and will be eligible for the \$100 per month incentive, this incentive will be in effect.

RETIREMENT BENEFITS

Your retirement benefits are subject to the rules and regulations of the Department of Retirement Systems (DRS). Effective July 26, 2009, calculations of the average final compensation for all members will include any compensation lost by the member during the 2009-2011 fiscal biennium as a result of reduced work hours, voluntary leave without pay or temporary furloughs when certified by the employer as an integral part of the employer's expenditure reduction efforts.

Employees who are eligible for retirement under the Washington State Department of Retirement Systems on or before December 31, 2012 and who sign an "Intent to Retire" agreement may voluntarily elect to self-pay insurance premiums (via payroll deduction) equivalent to the cost savings of the 2010 reduction in hours. An agreement form may be obtained by contacting Sue Wohleb, Human Resources Analyst in Personnel. This election must be submitted to Personnel no later than December 28, 2009. The increased deduction will begin in the month following submission of the form. To be eligible for this option, the available cost savings of the increased insurance premium deduction must be equivalent to the cost savings of the 2010 reduction in hours.

If you choose this option, your position's hours will not be reduced at this time and will remain as full time (1.0 FTE); however, the budget for this position will be reduced by the additional amount you will pay for insurance premiums. In this case, you will be scheduled for 40 hours per week, with your work and/or leave schedule to be approved by your supervisor.

UNEMPLOYMENT BENEFITS

To determine your eligibility for unemployment compensation, you must contact the Washington State Employment Security. They can be reached at (800) 362-4636 or you can view information on-line at www.wa.gov/esd.

You will be eligible for recall into a full time Court Services Supervisor position should a position become available in the Juvenile Department within one year in accordance with the provisions of the Personnel Manual.

In closing, I appreciate your work efforts and regret having to take this action. I wish you well in your continuing employment with this department.

Sincerely,



Ned Delmore
Director of Juvenile Services

CC: Personnel

**SUPERIOR COURT OF KITSAP COUNTY
JUVENILE DEPARTMENT**

NED DELMORE
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Hand Delivered

May 11, 2009

Saeed Saber
Court Services Supervisor

Dear Saeed:

As you know decreasing revenues and escalating costs have required us to cut a considerable portion of our 2009 budget. Kitsap County continues to face fiscal challenges as it moves forward in the 2009 budget year. As a result of these financial challenges, the Juvenile Court must make further reductions in the 2009 budget. Cooperation of the employees in this very difficult decision making process has been appreciated.

This letter is to notify you that, as part of the budget reduction process, the scheduled hours of your Court Services Supervisor position will be decreased from full time (80 hours per bi-weekly pay period) to part time (**77 hours per bi-weekly pay period**) effective **May 25, 2009 through December 31, 2009.**

Under provisions of the Personnel Manual, the County reduces/eliminates positions by job classification. All full time positions in your classification will be reduced equally. During the 2010 budget process we will evaluate the need for continuation of this reduction beyond December 31, 2009. This reduction will be implemented in the following manner.

HOURS OF WORK

The business hours of Juvenile Court will remain the same. Your schedule will be assigned by your supervisor. With supervisor approval and a signed flexible schedule agreement, you may be allowed to flex your hours, not to exceed 40 hours per week and not to exceed a total of 77 hours in a bi-weekly pay period.

HOLIDAY PAY, LEAVE ACCRUALS, AND LONGEVITY BENEFITS

For the remainder of 2009, holidays will be credited at 8 hours per holiday, sick leave and annual leave accruals will continue to be calculated at your own full time rate. Longevity will continue to be based on 2080 hours per year.

MEDICAL BENEFITS

For the remainder of 2009, the Kitsap County contribution toward your medical insurance premiums will continue to be paid at the full-time employment level provided you have elected coverage. If you waived coverage during 2009 open enrollment, and are currently eligible for the \$100 per month incentive, this incentive will continue.

RETIREMENT BENEFITS

Your retirement benefits are subject to the rules and regulations of the Department of Retirement Systems (DRS). Since retirement contributions are based on compensated hours, this reduction in hours may impact the calculation of retirement service credits or retirement benefit amounts. Kitsap County Personnel has confirmed with DRS that PSERS eligibility, which requires full-time employment, will not be affected by furloughs occurring in 2009. The Personnel Department has been advised to consult with DRS on a yearly basis.

Employees who are eligible for retirement under the Washington State Department of Retirement Systems on or before May 1, 2012 and who submit an "Election for Voluntary Insurance Contribution" form (including a statement of intent to retire within the next three years) may elect to self-pay insurance premiums equivalent to the cost savings of the 2009 reduction in hours. A commitment statement form may be obtained by contacting Sue Wohleb, Human Resources Analyst in Personnel. This election must be submitted to Personnel as soon as possible.

If you choose this option, your position's hours will not be reduced at this time and will remain as full time (1.0 FTE); however, the budget for this position will be reduced by the additional amount you will pay for insurance premiums. In this case, you will work 40 hours per week, with your schedule to be approved by your supervisor.

UNEMPLOYMENT BENEFITS

To determine your eligibility for unemployment compensation, you must contact the Washington State Employment Security. They can be reached at (800) 362-4636 or you can view information on-line at www.wa.gov/esd.

You will be eligible for recall into a full time Court Services Supervisor position should a position become available in the Juvenile Court within one year in accordance with the provisions of the Personnel Manual.

In closing, I appreciate your work efforts and regret having to take this action. I wish you well in your continuing employment with this department.

Sincerely,



Ned Delmore
Director

CC: Personnel

SUPERIOR COURT OF KITSAP COUNTY
JUVENILE DEPARTMENT


NED DELMORE
DIRECTOR OF SERVICES

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TERRY K. MCCLUSKEY
LEILA MILLS
ANNA M. LAURIE
RUSSELL W. HARTMAN

June 11, 2002

TO: All Staff
FROM: Patty Bronson 
RE: Non-Offender Unit Supervisor

Saeed Saber recently applied for the position of Non-Offender Unit Supervisor and was the successful candidate of choice for the position. Among other talents, he brings a great desire, energy and commitment to youth, families and the community. Please take time out of your schedules to congratulate him.

cc: Ned Delmore

Kitsap County Notice of Hire

A completed and signed copy of this form must be on file with the Personnel Office prior to the processing of any new employee.

Employee Name	Saber, Saeed S.	<table><tr><th colspan="2">Salary</th></tr><tr><td>Wage Grade</td><td>X07</td></tr><tr><td>Step Level*</td><td>5</td></tr><tr><td>Annual</td><td>60,112</td></tr><tr><td>Monthly</td><td></td></tr><tr><td>Hourly</td><td>28.9</td></tr><tr><td colspan="2">* due to current step in X04 classification</td></tr></table>	Salary		Wage Grade	X07	Step Level*	5	Annual	60,112	Monthly		Hourly	28.9	* due to current step in X04 classification	
Salary																
Wage Grade	X07															
Step Level*	5															
Annual	60,112															
Monthly																
Hourly	28.9															
* due to current step in X04 classification																
Social Security Number	[REDACTED]															
Department	Juvenile <i>Row 42.56.80(4) AR 31.1(4)(5)</i>															
Position Title	Supervisor-NonOffender Unit															
Position ID	N20															
Supervisor's Name	Patty Bronson															
Number of Hours Worked Per Week	40+															
Length of Probationary Period	3 months															
Effective Date of Employment	7/1/2002															

Number of Applicants Interviewed 2 (Please return text and results of any tests used in the selection process, including oral interviews.)

Indicate the reason for hiring the successful applicant:

Please comment on overall quality of applicants referred to you for this position:

Personnel Signature

[Signature]
Department Head Signature

Date

6-25-02
Date

*County Administrator signature required if employee is brought in at Step 4 or above on the non-exempt payscale or Step 3 or above on the exempt payscale.

County Administrator

Date

For Personnel Use Only

Background Check:

Yes _____ No _____ Date _____

CDL:

Hire: _____ 6 mos. _____ 12 mos. _____

AS400

Req. # _____ Address Bk _____
Benefits paid @ _____ % Benefit Group _____
W/C Code _____ L&I DBAs _____
Retirement DBAs _____
Date entered _____ Initials _____

Distribution

Payroll _____
Budget _____
Com. _____
Date _____
Initials _____

Comments:

From: Leslie Miller
To: Nancy Wilson
Date: 6/20/02 12:08PM
Subject: Re: pay rate

It's just oral history.

>>> Nancy Wilson 6/20/2002 10:57 AM >>>

Leslie, thanks..I saw the section about over 10% needing approval, but couldn't find anything about normal amount of increase to supervisor position. Does that exist or is it just oral history? Nancy

>>> Leslie Miller 06/20/02 10:55AM >>>

You are right on. You can't exceed 10% without approval of the County Administrator. You try to get as close to 5% as you can without going under.

At X07, step 5, Saeed is getting about a 9.1% increase so you are fine. This is under Chapter 7, Section C, #5 in Personnel Manual.

>>> Nancy Wilson 6/20/2002 10:33 AM >>>

Hi Leslie,
just want to make sure of correct step to place Saeed on the X07 scale.

Current rate is X04, step 6 (\$54,537.60)

New X07..step 3 is less than current rate & step 4 is less than 5% raise, so I believe step 5 is the correct new step (\$60,112).

I've checked the personnel manual & it doesn't indicate a required raise when becoming a supervisor (at least, I can't find it), but I recall from compensation committee the goal is a 10% +/- increase when becoming supervisor.

I thought I'd check with you because we've guessed wrong before. Thanks for the help. Nancy, x5407



KITSAP COUNTY JUVENILE DEPARTMENT

SUPERVISION/MANAGEMENT - Evaluation Checklist

Name: Saeed Saber

Position Control No: N20

1. **GUIDANCE**
Willingness to seek and accept guidance, instruction, direction, and corrections.
2. **INITIATIVE**
Acting to further the departmental mission. Ability to work independently.
3. **PROBLEM SOLVING**
Uses sound judgment and proper channels of communication. Adapts positively to organizational changes.
4. **PROFESSIONALISM**
Conveys a positive attitude or approach to his/her work, which is consistent with departmental policies and procedures and standards of behavior. Recognizes the effect of his/her behaviors/actions on others. Maintains appropriate confidentiality.
5. **ASSESSMENT SKILLS**
Interviewing/crisis intervention/data collection/mediation.
6. **ORAL COMMUNICATION**
Effectively expresses thoughts, facts, and ideas in a persuasive and understandable manner. Listens and shares information. Understands responses from others.
7. **WRITTEN COMMUNICATION**
Effectively expresses ideas in a clear, concise, and understandable manner, in both report writing and other forms of written material.
8. **INFORMATION MANAGEMENT**
Maintains complete, organized, current, and accurate records and documentation. Proper prioritization of responsibilities.
9. **WORKING RELATIONSHIPS**
Establishes positive working relationships with others, i.e., department staff/professionals/agencies/clients/the general public.
10. **WORK ETHIC**
Concern for punctuality, attendance, and use of time. Accepts personal responsibility for performance.
11. **LEADERSHIP SKILLS**
Accepts responsibility for establishing policies and procedures and giving directions. Maintains an open and approachable manner, yet is willing to take actions that may cause adverse reactions from staff.
12. **BRIEFING/CONSULTATIONS/ADVISING**
Discusses key issues, procedures, and problems with supervisor for appropriate directions and/or policies. Able to recommend programs, policies, solutions, and alternatives.

13. **MANAGEMENT CONTROL SKILLS**

Delegates, monitors, and evaluates assigned tasks. Prepares, manages, and follows budget procedures and deadlines.

14. **AWARENESS OF AND COMPLIANCE WITH AFFIRMATIVE ACTION AND EQUAL EMPLOYMENT OPPORTUNITY POLICY**

Willingness to select, train, assign, and supervise staff in a fair and equitable manner without regard to race, religion, national origin, political affiliation, sex, age, or handicap. Effectiveness in ensuring that other staff members do not exercise discriminatory practices in the work environment.

Items which will also be addressed, but which will not be rated, include:

FUTURE PERFORMANCE OBJECTIVES

List specific areas in which employee needs to improve performance and/or specific objectives for performance during the next review period. Define the action steps to accomplish each objective. Include resources committed by the supervisor/department to support this growth where applicable.

GROWTH PLAN

For performance on the present job, this employee should concentrate on the following performance elements.

and/or

For long-term development, this employee should consider the following course of action.

 6-25-02
Signature Date

IN REFERENCE TO: Saeed Saber

POSITION NO. N20

ADVICE AND ACKNOWLEDGEMENT OF SIX MONTH PROBATIONARY PERIOD

I have been informed, and fully understand, that:

- A. General county policy specifies that all new employees, including rehires and transfers, are on a trial basis (probationary period) for six (6) months; further,
- B. The Juvenile Department specifically requires that all new employees, as well as those promoted from within the department, including rehires and transfers, are on a trial basis (probationary period) for six months (6) months.
- C. Probationary employees may be evaluated at any time during their probationary period. All probationary employees shall be evaluated on or about the 90th, 180th and 360th calendar day after employment.

By my signature below, I hereby acknowledge that this matter has been reviewed with me, that I accept the six (6) month probationary period as a condition of employment with the Juvenile Department, and finally, that I have received a copy of this document.


Signature of Employee

Date: 6-25-02


Signature of Director/Designee

Date: 6/26/02

cc: Personnel

PROBATN.MEM

KITLAP COUNTY NOTICE OF HIRE

A completed and signed copy of this form must be on file with the Personnel Office prior to the processing of any new employee.

Employee Name Saeed Saber

Social Security Number [REDACTED]

RCW 42.56.250(4)
GR 31.1 (4)(5)

Department JUVENILE

Position Title Court Services Officer

Position ID N27

Cost Center 9423

Supervisor's Name Connie Anderson

Number of Hours Worked Per Week 40

Length of Probationary Period One (1) Year

Effective Date of Employment 7 / 8 / 96

Number of Applicants Interviewed
oral interviews.

Please return text and results of any tests used in the selection process, including

Indicate reason for hiring the successful applicant. Most Qualified

Please comment on overall quality of applicants referred to you for this position.

Licenses Held:

Personnel Signature

Date

YES ☐ WSP ☐ NO ☐

R. C. Ewell

Department Head Signature / Designee

07 - 08 - 96

Date

*Commissioner signature required if employee is brought in at Step 4 or above on the Non-exempt payscale or Step 3 or above on the Exempt payscale.

Personnel Use Only

Req. #

Address Book #

W/C Code

L & IDBA's

County Commissioner Signature

COPY



KITSAP COUNTY JUVENILE DEPARTMENT

COURT SERVICES OFFICER - Evaluation Checklist

Name: Saeed Saber

Position Control No: N27

1. **GUIDANCE**
Willingness to seek and accept guidance, instruction, direction, and corrections.
2. **INITIATIVE**
Acting to further the departmental mission; ability to work independently.
3. **PROBLEM SOLVING**
Uses sound judgment and proper channels of communication. Adapts positively to organizational changes.
4. **PROFESSIONALISM**
Conveys a positive attitude or approach to his/her work, which is consistent with departmental policies and procedures and standards of behavior. Recognizes the effect of his/her behaviors/actions on others. Maintains appropriate confidentiality.
5. **ASSESSMENT SKILLS**
Interviewing/crisis intervention/data collection/mediation.
6. **ORAL COMMUNICATION**
Effectively expresses thoughts, facts, and ideas in a persuasive and understandable manner. Listens and shares information. Understands responses from others.
7. **WRITTEN COMMUNICATION**
Effectively express ideas in a clear, concise, and understandable manner, in both report writing and other forms of written material.
8. **CASE MANAGEMENT**
Maintaining complete, organized, current, and accurate records and documentation. Proper prioritization of responsibilities.
9. **WORKING RELATIONSHIPS**
Establish positive working relationships with others, i.e., department staff/professionals/agencies/clients/the general public.
10. **WORK ETHIC**
Concern for punctuality, attendance, and use of time. Accepts personal responsibility for performance.

Items which may also be addressed, but which will not be rated, include:

FUTURE PERFORMANCE OBJECTIVES

List specific areas in which employee needs to improve performance and/or specific objectives for performance during the next review period. Define the action steps to accomplish each objective. Include resources committed by the supervisor/department to support this growth where applicable.

GROWTH PLAN

For performance on the present job, this employee should concentrate on the following performance elements. (and/or)

For long-term development, this employee should consider the following course of action.

David S. Inher
Signature

7-8-96
Date